



DEPARTMENT OF THE ARMY

104th AREA SUPPORT GROUP
UNIT 20193, BOX 0001
APO AE 09165-0001

AETV-HUG-DGC

5 January 2005

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Memorandum of Instruction for the 104th Area Support Group (ASG) and Subordinate Base Support Battalions (BSBs) for Preparing and Processing Receiving Reports

1. References:

- a. Defense Finance and Accounting Service, Europe (DFAS-EUR) Standard Operating Procedures (SOP) for Receiving Reports, 08 Nov 04.
- b. Wiesbaden Contract Center Guidance for Receiving Reports for Supplies and Services.
- c. Federal Acquisition Regulation (FAR) Part 32.905, Payment Documentation and Process.
- d. Defense Federal Acquisition Regulation Supplement (DFARS), Subpart 232.9—Prompt Payment.

2. Purpose: To provide the 104th ASG guidance for preparing and processing receiving reports for supplies and services provided by contractors. This guidance will be used with existing policies and procedures published by Defense Finance and Accounting Service, Europe (DFAS-EUR) and United States Army Contracting Command Europe (USACCE).

3. Applicability: This guidance is effective immediately and applies to all personnel and activities assigned to 104th ASG and its subordinate BSBs. FAR subpart 32.905 requires the agency receiving official to forward the receiving report or other government documentation to the designated payment office by the 5th working day after Government acceptance or approval unless other arrangements have been made. The Department of Defense has mandated a 20 percent reduction in late submission of receiving reports for FY 05, from 30 September 2004 year end-balance.

4. Responsibility: The authorized Government representative must prepare a receiving report or certification of performance and send it to:

Defense Finance and Accounting Service, Europe
DFAS-EU/FVRC/EK (Document Control Branch)
Unit 23122, Building 3208
Military Address: APO AE 09227
Civilian Address: 67657 Kaiserslautern, Germany

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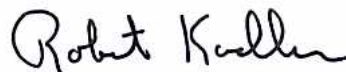
5. In addition to the guidance provided in the Defense Finance and Accounting Service, Europe SOP for Receiving Reports, further guidance is given by DFAS-EUR: if a Receiving Report cannot be provided, please provide a status via email to dgk-euwp-rr@dfas.mil citing "contract number, invoice number, RR FUP" in the subject line. An explanation of the problem or status should be provided or an email response as to why a receiving report cannot be provided. This will allow them to reconcile/reject the receiving report as necessary in accordance with regulatory guidance. If you feel you have already provided the applicable receiving report via fax/e-mail and you have validated the receiving report met minimum requirements for a proper receiving report, please do not resubmit the receiving report. Instead, provide via email to dgk-euwp-rr@dfas.mil the date and approximate time the RR was faxed/e-mailed along with the number faxed to and the number faxed from. All fax/e-mail documents received are retained for historical purposes and can be retrieved. Please do not submit the RR in multiple methods i.e., fax and follow up with hard copy or fax and email. Multiple submissions create confusion and often result in paying delays. If you have any questions or require assistance in completing a proper receiving report, please contact the DFAS-EUR customer service office at 0631-411-6521, 0631-411-6522 or DSN 483-6521/6522.

6. According to USACCE, Policy Division, "a large number of interest payments are caused by late or non-existent receiving reports. The customer, you, is primarily responsible for ensuring that timely and accurately completed receiving documents are received by DFAS. DFAS wishes to pay vendors promptly, Contracting wishes to close out its files and Resource Management personnel want to clear their books timely and avoid interest penalties."

7. Late payments for contract obligations are unacceptable. They not only cost the Government unnecessary expenditure of funds, they also demonstrate poor business practice and diminish our integrity. The U.S. Army must become better business partners with those vendors who provide supplies and services to us. Therefore, the 104th ASG and subordinate BSBs must strive to eliminate late payments in FY 05. In order to reduce late payments, those who are responsible for preparing receiving reports must adhere to the enclosed guidance provided by the Wiesbaden Contracting Center. This guidance states the procedures for preparing and processing receiving reports.

8. I appreciate your efforts in preparing and processing receiving reports that ensure timely and accurate payments to our contractors. I expect even better results during FY 05.

FOR THE COMMANDER:



ROBERT KANDLER

Deputy to the Commander

DISTRIBUTION:

"A"

IMPORTANT NOTICE FOR THE REQUIRING ACTIVITY ONLY RECEIVING REPORT SERVICES

- **SF 1449: Blocks 32a/b/c and 33 MUST** be completed and forwarded to the address in BLOCK 18a (with a copy furnished to the Contracting Office and to Resource Management) within **5 calendar days** of receipt. Note: The copy submitted shall have the Contracting Officer's signature in Block 31a, **OR**
- **DD Form 1155: Blocks 26 and 27 MUST** be completed and forwarded to the address in BLOCK 15 (with a copy furnished to the Contracting Office and to Resource Management) within **5 calendar days** of receipt. Note: The copy submitted shall have the Contracting Officer's signature in Block 24. The U.S. Government has legally contracted with a vendor for services on YOUR behalf.
- The vendor CANNOT be paid until you certify either partial or final receipt of the services rendered as specified in the contract.
- When you receive either **partial or final** service, you **MUST** follow the procedures detailed in the purchase order/contract to close the loop with finance so that the contractor can be paid. Only valid receiving reports will be accepted by DFAS and they must contain the following seven (7) elements:
 - Contract number or other authorization for services performed.
 - Description of services performed.
 - Quantities of services performed, if applicable.
 - Date services performed.
 - Date services were accepted.
 - Signature, **including printed name, title, mailing address, and telephone number** of the designated Government official responsible for acceptance or approval functions.
 - If the contract provides for the use of Government certified invoices in lieu of a separate receiving report, all of the above information must be included on the invoice.
- **INVOICES:** If you receive an invoice, date stamp and initial the date received. Type on the invoice the following: "Services have been received and accepted in accordance with contract terms and conditions". Include all of the above elements. Sign and date. Send the original to DFAS (with a copy to the Contracting Office and to Resource Management within **5 calendar days** of receipt , **OR**
- **IMPAC PURCHASE:** If this purchase is made by an IMPAC card (Block 18a of SF 1449 and Block 15 of DD Form 1155 will indicate this). **SIGNATURE FOR RECEIPT IS PROVIDED ONLY TO THE CONTRACTING OFFICE. DO NOT PROVIDE A COPY TO DFAS.**
- **PROMPT PAYMENT ACT INTEREST:** If the vendor submits invoices but cannot be paid because you didn't follow the procedures in the purchase order/contract (submit receiving report to DFAS), interest penalties will accrue and be automatically charged to your activity's account.

Source: Wiesbaden Contracting Center

Enclosure

IMPORTANT NOTICE FOR THE REQUIRING ACTIVITY ONLY RECEIVING REPORT SUPPLIES

- The U.S. Government has legally contracted with a vendor for supplies on YOUR behalf.
- The vendor CANNOT be paid until you certify either partial or final receipt of the supplies as specified in the contract.
- When you receive either **partial or final** delivery of supplies (SF 1449 block 33 and DD Form 1155, block 27), you **MUST** follow the procedures detailed in the purchase order/contract to close the loop with finance so that the contractor can be paid. Only valid receiving reports containing the following seven (7) elements will be accepted by DFAS:
 - Contract number or other authorization for supplies delivered.
 - Description of supplies delivered.
 - Quantities of supplies received and accepted.
 - Date supplies delivered.
 - Date supplies were accepted.
 - Signature, **including printed name, title, mailing address, and telephone number** of the designated Government official responsible for acceptance or approval functions.
 - If the contract provides for the use of Government certified invoices in lieu of a separate receiving report, all of the above information must be included on the invoice.
- **SF 1449:** Blocks 32a/b/c and 33 **MUST** be completed and forwarded to the address in BLOCK 18a (with a copy furnished to the Contracting Office and to Resource Management) within **5 calendar days** of receipt. Note: The copy submitted shall have the Contracting Officer's signature in Block 31a.
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- **IMPAC PURCHASE:** If this purchase is made by an IMPAC card (block 18a of SF 1449 and Block 15 of DD Form 1155 will indicate this). **SIGNATURE FOR RECEIPT IS PROVIDED ONLY TO THE CONTRACTING OFFICE. DO NOT PROVIDE A COPY TO DFAS.**
- **PROPERTY BOOK ITEMS:** If this purchase is maintained through the property book office, a DD Form 250 is required. Use only the Feb 2001 version of the form; prior versions are not authorized for use and will be rejected by DFAS. Please contact your property book office for further details.
- **PROMPT PAYMENT ACT INTEREST:** If the vendor submits invoices but cannot be paid because you didn't follow the procedures in the purchase order/contract (submit receiving report to finance), interest penalties will accrue and be automatically charged to your activity's account.

Source: Wiesbaden Contracting Center